

**PARKS RECREATION AIDE**

**DEFINITION:**

Under direction, to plan, organize, and coordinate activities to provide for the child care needs of San Diego County, Department of Parks and Recreation clients; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This classification is found only in the Department of Parks and Recreation. Incumbents are responsible for developing and supervising the recreational activities of children for the Department of Parks and Recreation and acting as a resource for other County departments on childcare.

**EXAMPLES OF DUTIES:**

Plans and supervises daily recreational, educational, and social activities for children, including outdoor programs and physical exercise; observes and documents the behavior and developmental needs of children; maintains daily written records and logs of observations and concerns and prepares written reports; consults with supervisor and staff concerning behavioral issues and the needs of children; comforts and provides guidance to children in distress; orients new staff and provides technical guidance to volunteers and contract workers; transports individuals and groups of children for field trips or other events; orders and restocks supplies; performs light housekeeping duties to ensure a neat, clean, and orderly environment; and performs related work.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Basic dynamics of child development.
- Methods of directing children's group activities.
- Meals and special diets.
- Arts and crafts appropriate for varied age groups.
- Illnesses common to infants and children.
- First aid techniques.
- Supervision and training principles and techniques.
- State and county rules and regulations governing child care facilities.
- Public relation principles.

**Skills and Abilities to:**

- Perform routine tasks in the supervision and care of children in all age groups.
- Organize and supervise a group of children in recreational, educational, and social activities.
- Assess situations to prevent or solve problems and use sound judgment in taking appropriate action.
- Assess and respond effectively to emotional changes in children and/or emergency situations.
- Prepare clear, concise and accurate reports.

- Establish and maintain a rapport with the children and a cooperative working relationship with staff and the public.

**EDUCATION/EXPERIENCE:**

Education, training and experience which demonstrates possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: Completion of twelve (12) college units in Child Development, Early Childhood Education, or Elementary Education; AND, one (1) year experience in a Preschool, Elementary, After School, or Daycare setting.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Licenses:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for county business. A Class B driver's license is highly desirable. Employees in this class may be required to use their own personal vehicle.

Basic Red Cross CPR and First Aid Certification must be obtained after hire.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).